

JOB TITLE: PROCUREMENT & LOGISTICS OFFICER (1)

Department: Finance & Admin		Location: Rhino Camp - Hq	Open Date: 23 May 2025
		Reports To: Senior Finance Officer	End Date: 6 th June 2025
Grade :Y5	Expected Start Date: As Soon As Possible	Contract Length: 12 Months With Possibility Of Extension	
		Staff Reporting To This Role: Logistics Assistant, Drivers, Store/Admin	

SAFEGUARDING:

YSAT is committed to **Zero Tolerance** for **Fraud, Sexual Exploitation and Abuse (SEA), Child abuse** while providing Humanitarian Response, No Applicant should be required to pay for our services including application for job opportunity, please report any suspected misconduct to: complaintsfeedback@youthsat.org

Youth Social Advocacy Team (YSAT) is a refugee-led non-profit, non-governmental Organization whose core mandate is supporting conflict affected youth by tackling barriers to accessing quality education, sustainable Livelihoods and addressing root causes of violent conflicts for refugees and vulnerable host communities in displaced settings.

YSAT is legally registered to operate in Uganda with the National Bureau for Non -Governmental Organizations Reg. **MIA/NB/2020/10/4213** as a Regional NGO. YSAT works in 5 refugee settlements in West Nile implementing projects in Protection, Food Security and Livelihoods, Education, Environment & Energy, Evidence -based research and Advocacy .

ROLE PURPOSE:

Procurement and Logistics Officer provides overall effective and efficient support to programs' needs with specific reference to supporting the implementation at all levels of procurement, logistics, booking services and equipment/asset/inventory management strategies, procedures and tools developed by YSAT through coordination and cooperation with all project staff, partners and beneficiaries.

WORKING ENVIRONMENT:

YSAT works in remote refugee hosting areas in Uganda with 3 field offices, 5 refugee settlements, approximately 58 staff and expenditure of 1.5 million USD / anum. The staff will be based in Rhino Camp during working days returning to town on Fridays. This role includes possibility of traveling to other YSAT field offices in Imvepi, Adjumani, soon Yumbe, Lamwo, Palorinya

Duties and Responsibilities**Procurement responsibilities:**

- Ensuring that all procurement processes are in line with YSAT Procurement Policy;
- Following up on all procurement plans for all projects, in coordination with Program staff;
- Managing the procurement tracking sheet, including in relation to assigning progressive numbering to purchase requisitions, monitoring progress of each procedure and flagging any issues/delays;
- Advising Programme, participants/ partners on the appropriate procedures to follow for a given procurement need;
- Manage the electronic (online) dissemination of invitations to bid (including RFQs, single quote procedures, etc.);
- Participating in the evaluation of received bids;
- Managing relations with suppliers during the contract implementation period;
- Ensuring the correct closure of each procurement procedure by making sure the relevant completion/handover certificate is filled out;
- Managing procurement files in accordance with YSAT procedures and requirements;

Equipment/Asset/Inventory management responsibilities:

- Managing the relevant filing system, with specific reference, but not limited to updating the Assets and Equipment List and the General Programme Equipment List in real time and in accordance with YSAT procedures;
- Labeling new inventory items in real time and in accordance with YSAT labeling system;
- Managing vehicle fleet, with specific reference to monitoring need for vehicle servicing and coordinating with other colleagues, coordinating minor vehicle repairs / routine maintenance, monitoring correct use of vehicle log books;
- Ensuring assets/equipment handover to beneficiaries/partners takes place in accordance with YSAT procedures and donor requirements.

Logistics responsibilities:

- Ensuring all logistics-specific rules and policies are understood and respected;

- Monitoring availability of office supplies and ordering as necessary;
- Collecting information on vehicle needs from all projects and communicating to respective line managers on time.
- Manage all booking for Travels and accommodations of all Project staff when need be.
- Contributing to drafting of weekly, monthly, yearly and other reports.
- Any other duty as assigned.

Key Performance Indicators

- Timely lead time for delivery of goods and services
- Pre-qualified service providers
- Fully supported procurement thresholds inline with YSAT procurement policy/DOA Matrix
- Up to date Asset register
- Quarterly Physical asset register
- Annual and project level Procurement plan
- All assets tagged
- All Motorcycles/Vehicles in good working conditions
- Proper fuel management for vehicles, Generator and Bikes

Desired Qualifications/Experiences

- Hold a Bachelor/Diploma in Procurement and Logistics Management or any related field.
- At least 3 years of experience in procurement and logistics coordination in Uganda humanitarian operations.
- Prior experience in managing multiple procurement procedures simultaneously.

Personal Competencies

- Very good command of written and spoken English
- Excellent computer literacy (MS Office and data base)
- Track record in driving/motorcycle riding skills with valid driving permit is a **MUST**;
- Ability to multi task and coordinate with Teams in various locations

APPLICATION PROCESS:

Submit your soft copy application, an updated Curriculum Vitae/Resume with copies of your academic documents **ELECTRONICALLY** to hr@youthsat.org copying youthsat2017@gmail.com **Hard copy applications** and CVs/Resume can also be delivered from **Monday – Thursday from 10 AM - 4P to;** Rhino Camp Head Office - Ocea
Deadline for receiving applications 6th of June 2025 at 4:00 PM EAT

YSAT is an equal opportunity Employer, guided by our Diversity Principle and Core Values, we don't discriminate on gender, ethnicity, religion, geographical background, or political affiliation. This position is open to both **Refugees**, and Ugandan Nationals and preferably those with experience working in Ugandan context. **Qualified female candidates are a High Priority!**

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children, Youth and vulnerable adults from all forms of abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Please note:

1. only selected applicants will be contacted to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.
2. **Due to the urgency in filling the position, applications may be reviewed and processed before the deadline**
3. Submitted copies of academic documents will **NOT** be returned to the applicant after review

JD written by: Finance Manager

Date: 20th May 2025

JD agreed by: Director of Programs

Date: 21st May 2025

JD Approved by: Executive Director

Date: 23rd May 2025

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